Lorradox

User Guide

Lorradox

Automatically Copy, Move, Delete, List your Windows files

Lorradox software helps you do simple things (manage your computer files), over and over again.

Have you got lots of files on your Windows computer system and you need a little help managing them?
Maybe your systems create lots of new files every day and you'd like to automatically delete them when they are a week old.
Maybe you'd like to list all the big files on your system so you can check if they're still needed.
Maybe you've got a folder containing different sorts of files and you'd like to separate them.

Lorradox is an easy-to-use piece of Windows software which can do all the above for you, and more.
With Lorradox you specify which files you want to manage by folder, name, date or size.
You tell Lorradox what to do with the files - Move, Copy, Delete, List.
You choose from lots of options - what to do if file already exists, what order to list files in etc..
You run it - and Lorradox does what you asked.

Lorradox

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1 Introduction

Lorradox helps you manage your Windows files, by providing a simple way for you to Move, Copy, Delete or List them.

Just follow the 4 simple steps:-

1) Choose Files - You specify which files you want to manage by folder, name, date or size.

2) Choose Task - You tell Lorradox what to do with the files - Copy, Delete, List, Move.

3) Task Setup - You choose from lots of options - what to do if file already exists, what order to list files in etc..
Different depending on which Task you chose, of course. Copy, Delete, List, Move

4) Run Task Now - if you want to - and Lorradox does what you asked.

With Lorradox, you don't have to run the job there and then.
You can simply **Save it as a Lorradox job,** which you can run regularly, automatically, whenever you wish,
using the Windows Scheduler.

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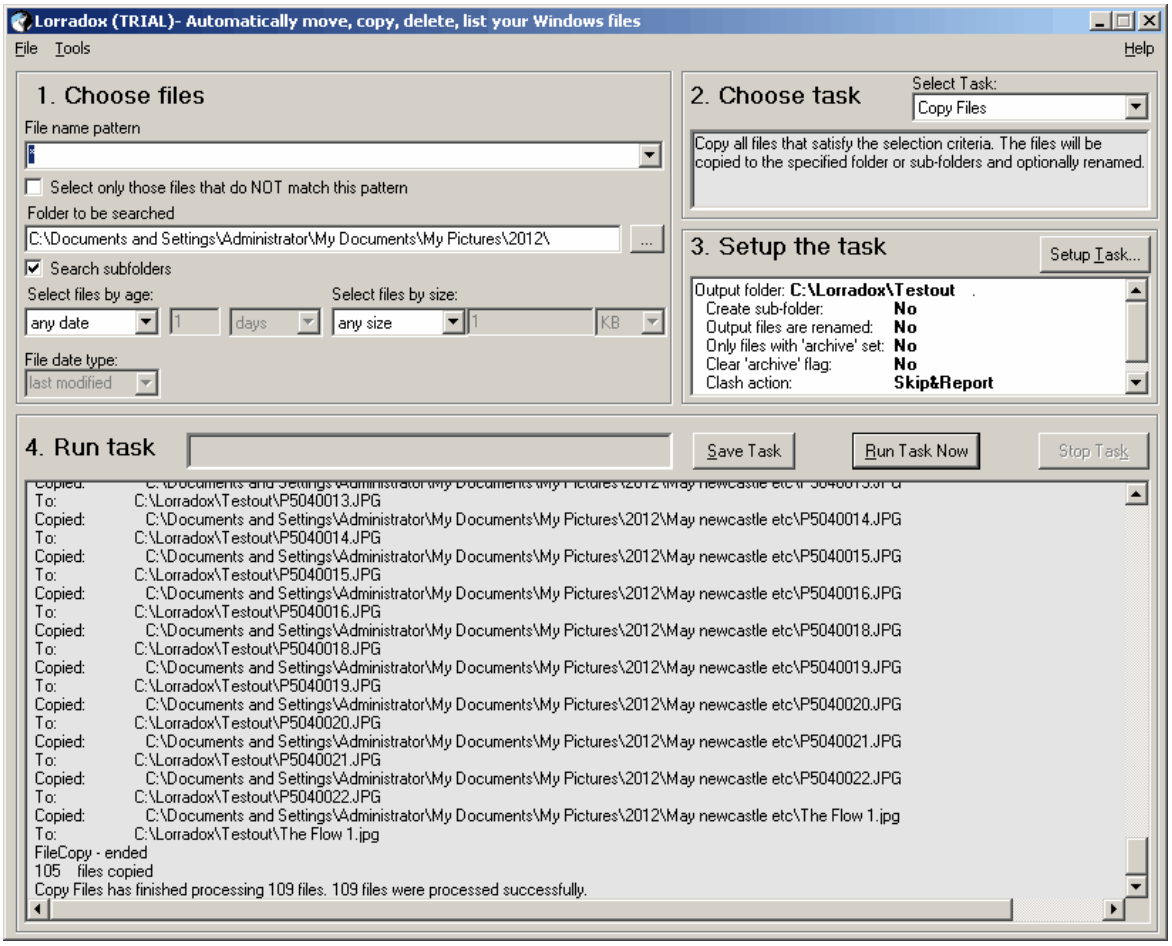
Lorradox (TRIAL)- Automatically move, copy, delete, list your Windows files
File Tools Help
1. Choose files
File name pattern
*
Select only those files that do NOT match this pattern
Folder to be searched
C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\
Search subfolders
Select files by age:
any date 1 days
Select files by size:
any size 1 KB
File date type:
last modified
2. Choose task
Select Task:
Copy Files
Copy all files that satisfy the selection criteria. The files will be copied to the specified folder or sub-folders and optionally renamed.
3. Setup the task
Setup Task...
Output folder: C:\Lorradox\Testout
Create sub-folder: No
Output files are renamed: No
Only files with 'archive' set: No
Clear 'archive' flag: No
Clash action: Skip&Report
4. Run task
Save Task
Run Task Now
Stop Task
To: C:\Lorradox\Testout\P5040013.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\P5040014.JPG
To: C:\Lorradox\Testout\P5040014.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\P5040015.JPG
To: C:\Lorradox\Testout\P5040015.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\P5040016.JPG
To: C:\Lorradox\Testout\P5040016.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\P5040018.JPG
To: C:\Lorradox\Testout\P5040018.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\P5040019.JPG
To: C:\Lorradox\Testout\P5040019.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\P5040020.JPG
To: C:\Lorradox\Testout\P5040020.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\P5040021.JPG
To: C:\Lorradox\Testout\P5040021.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\P5040022.JPG
To: C:\Lorradox\Testout\P5040022.JPG
Copied: C:\Documents and Settings\Administrator\My Documents\My Pictures\2012\May newcastle etc\The Flow 1.jpg
To: C:\Lorradox\Testout\The Flow 1.jpg
FileCopy - ended
105 files copied
Copy Files has finished processing 109 files. 109 files were processed successfully.

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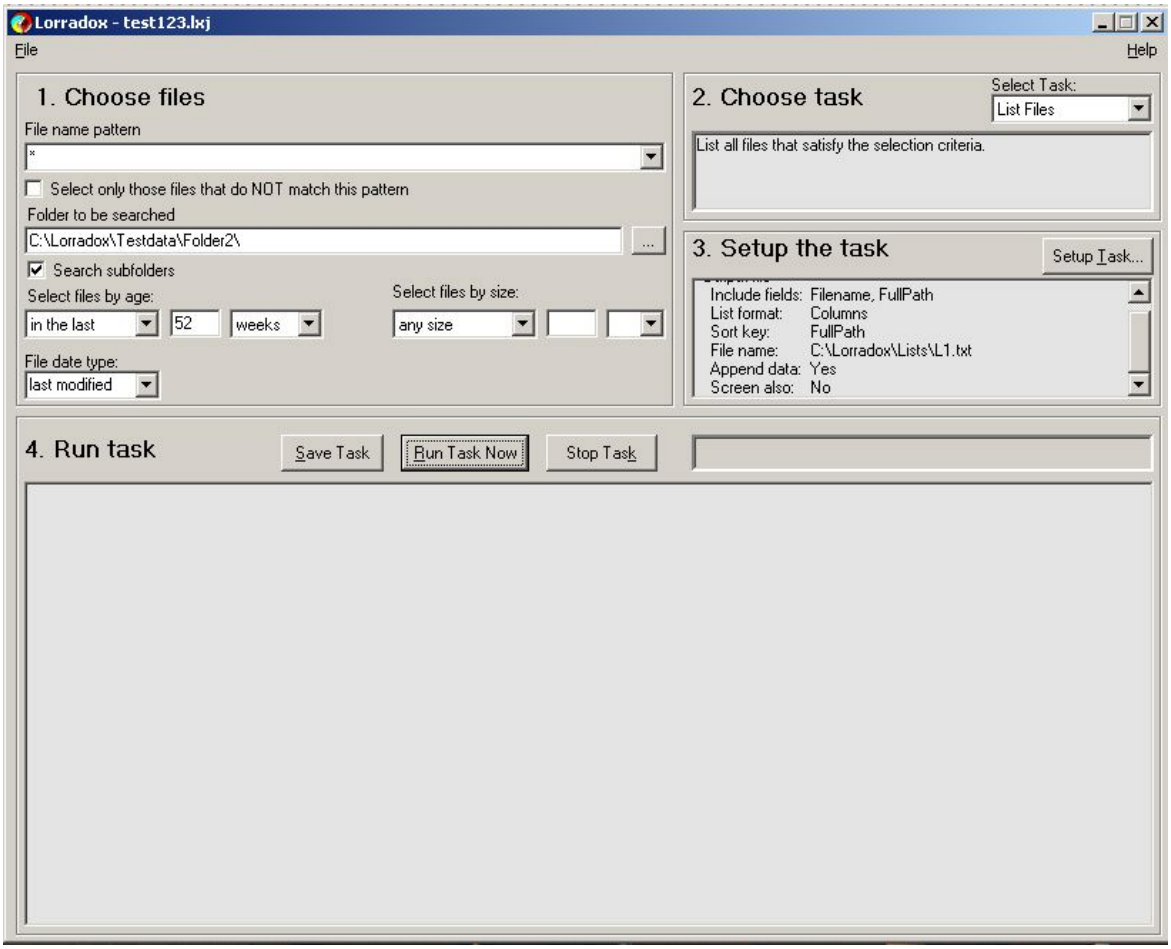
2 Choose Files



1. Choose Files Section

Strictly speaking - this does not "choose the files". It actually tells Lorradox how to choose the files when it runs the task. So the files don't actually need to exist at this point. You are just telling Lorradox what to do later.

File name pattern

Enter a pattern for Lorradox to match the file name e.g.
If you want to process all files whose name start with "fred" type **fred***
If you want to process all Word documents, type ***.doc** or ***.docx**
etc.
Or click the drop-down arrow to choose from recently used patterns.

Select only those files that do NOT match this pattern

Check this box if you want Lorradox to select only files which do NOT match the

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pattern.

Folder to be searched

Use the Browse button marked "..." to find the folder which you want Lorradox to search. Or if the folder does not yet exist (perhaps you are creating a future job for Lorradox) then type in the full folder path.

Search subfolders

Tick this box if you want Lorradox to search all subfolders of the folder chosen. Leave blank to just search the one folder specified.

Select files by Age

The first box normally says "**any date**". Leave it as that if you want files to be selected regardless of dates.

Otherwise, if you want Lorradox to select according to date, choose the option in first box:-

"**in the last**" - only selects files with date in the last x minutes/hours/days/weeks

"**not in the last**" - only selects files NOT with a date in the last x minutes/hours/days/weeks

Then type the number in the next box and select minutes/hours/days/weeks from last box.

Also use the "**File date type**": box to select which date you want to be checked - date created, last accessed or last modified.

Note that Windows does not maintain date last accessed exactly as you might expect. Date last accessed on a file can be updated by Windows Explorer if you only just look in the folder, not in the file. Thanks Microsoft!

Anyway, take care. If using it to remove files that have not been used lately, then the worst it might do would be to leave some files which actually haven't been accessed. See Microsoft documentation if this is of concern to you.

Select files by size

Choose option in first box:-

"any size" - selects all matching files - next 2 boxes irrelevant.

"smaller than" - only selects files smaller than size specified

"larger than" - only selects files larger than size specified

For the last 2 options, type the number in the next box and select Bytes, KB, MB, GB from last box, for Bytes, Kilobytes, Megabytes of Gigabytes.

The number of digits allowed in the Number box is limited depending on which unit is chosen:-

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max 9999999999999 Bytes, 999999999 KB, 9999999 MB, 9999 GB

2. Choose Task Section

Select Task

Select the task you want from the drop-down e.g. Copy, List, Delete, Move.

3. Setup Task Section

Setup Task

Click this button to choose parameters and options for the task. A different window will appear depending on which Task type you chose in (2) above. Details in the following sections..

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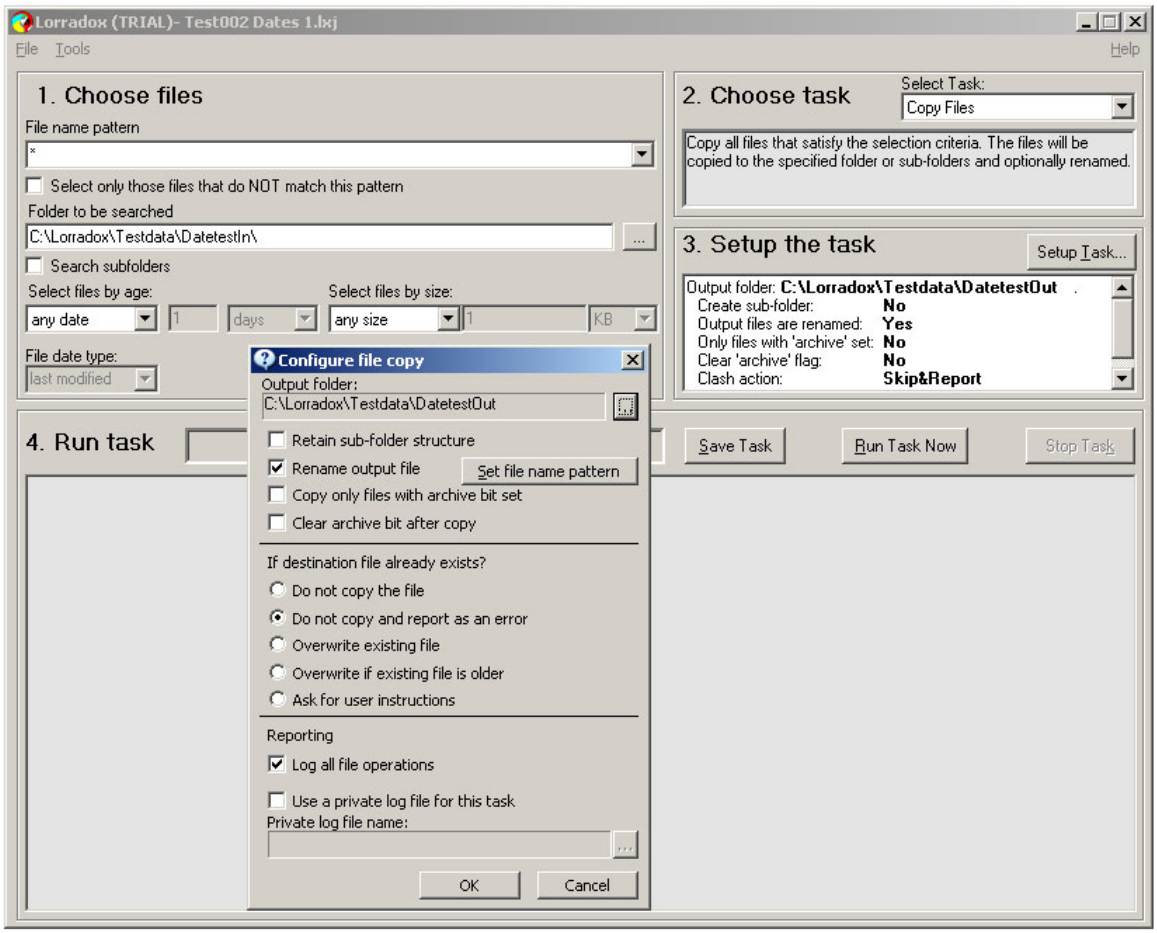
3 Copy Files

Setup for Copy Files



Output folder

Type or browse (using button marked "...") path of folder where files are to be copied TO.

Retain sub-folder structure

Tick box if you want sub-folder structure to be retained. Only relevant if "Recurse into folders" was ticked on the main screen. In which case, Lorradox will put all the files moved to a sub-folder of the same name as the one it came from, creating any as needed.

Rename Output File

Tick box to rename files. If you tick this, then a new button will appear for "Set File Name". Always then click on that button to define how you want files

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renamed. See Renaming Files

Copy only files with archive bit set

Tick box to Copy only files with archive bit set.

Clear archive bit after copy

Tick box if you want Lorradox to Clear archive bit against the source file, after the copy. Note that the destination file will always have its archive bit set after the copy.

If destination file already exists Choose option :-

Do not copy the file
Do not copy and report as an error
Overwrite existing file
Overwrite if existing file is older
Ask for user instructions (this option will not be effective if you save the job and run it unattended in command line mode, in which case "Do not copy and report as an error" will be assumed).

Reporting - Log all file operations

Tick box if you want Lorradox to report all file operations, including a report line for every single file moved. If ticked, Lorradox will report every individual file processed both on screen and in the log file.
If you're likely to be copying a huge number of files, you might consider not ticking this box. "Huge number" means maybe millions rather than thousands.
For example, copying 10,000 small files might take 30 seconds without logging all files, and 120 seconds with logging.

Use a Private Logfile for this Task

Lorradox normally writes a record of tasks you have run to its main log file:-
C:\Documents and Settings\All Users\Application Data\Lorradox\Lorradox\Logs\Lorradox.log
Lorradox logfiles are plain text - open and read with Notepad or Wordpad or similar.
Tick this box if you want the log of this task to be written to a nominated file, rather than the main log. Then type or browse (using button marked "...") path of logfile. Lorradox log files are just plain text. The default being Lorradox.log. But if you nominate a "Private Logfile" you can call it whatever you wish - but use a text-type suffix e.g. *.log or *.txt.
If the file already exists, Lorradox will append log information to it. If it doesn't exist, Lorradox will create it when required.

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When you run the task, Lorradox copies the chosen files as specified. In the output folder, the copied files will have their Archive Bit set.

Notes on Copy

1) If doing a Copy and the file already exists e.g. name appears in capitals. e.g. MYFILE.TXT is already in the folder and we are copying myfile.txt into it. Lorradox treats these as identical names. It does the copy and overwrites the contents and properties. But in Explorer the filename still appears as MYFILE.TXT. This is logical and is the same as happens if copying in Windows Explorer. We just note it here as it can be a little confusing the first time you see it happen.

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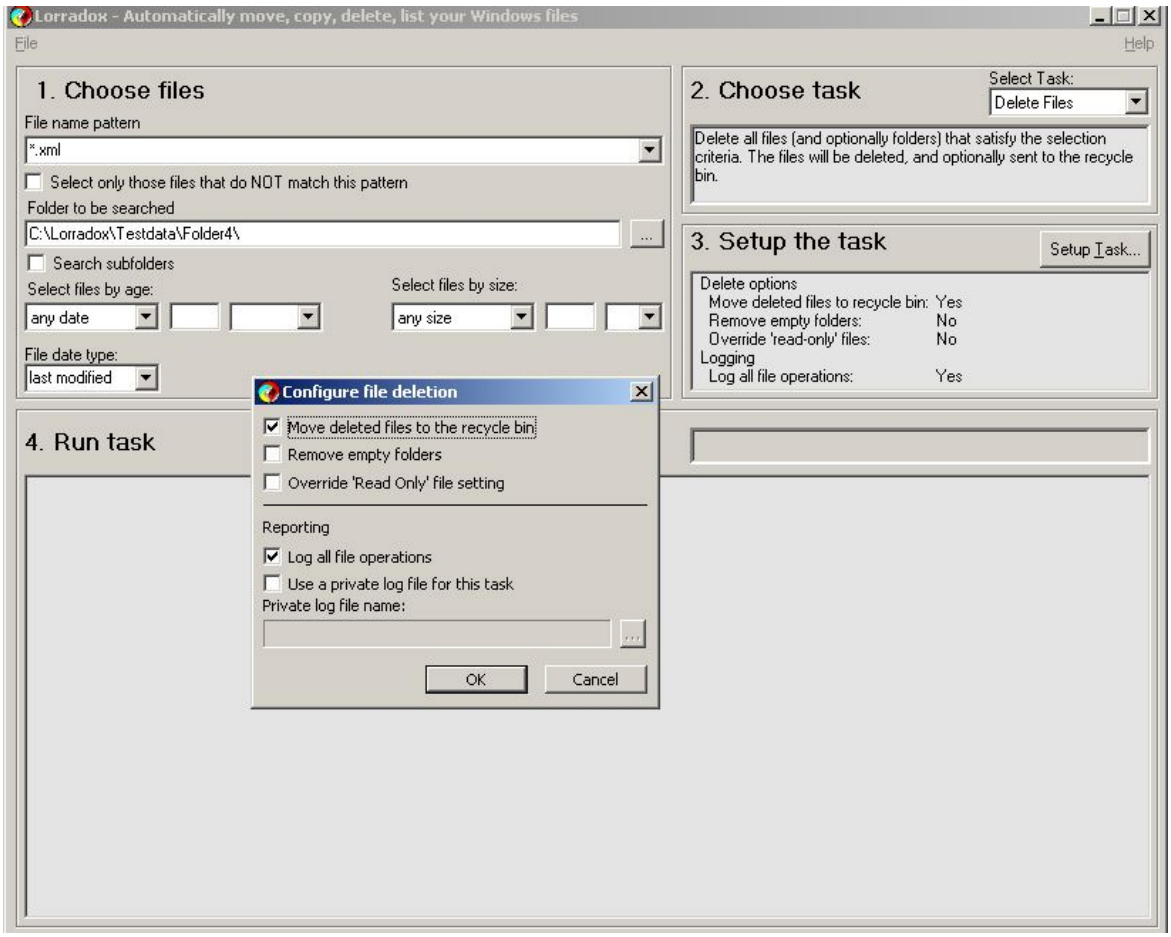
4 Delete Files

Setup for Delete Files



********* This facility really does delete files. Please use with caution. **********

So it could be dangerous if you use it without due care and attention.
We certainly recommend you always select the option to move deleted files to the Recycle Bin.
Then if you make a mistake and delete something you still need, you might be able to retrieve it.

Alternatively, you might consider using the Lorradox "Move" facility. Moving files you don't want to an empty folder. Then delete them yourself "by hand".

If you simply must use this Lorradox Delete facility, then we suggest you study the parameters carefully:-

Move deleted files to the recycle bin

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Tick box if you want all deleted files to be moved to the Recycle Bin.
If left blank, all deleted files will be permanently and irreversibly deleted. You have been warned!

Remove empty folders

Tick box if you want Lorradox to remove any empty folders or subfolders at the end of the task.

Override 'read Only' file setting

Tick to ignore Read Only setting on any files.

List deleted files and folders in the log file

Tick to list all deleted files and folders.

Use a Private Logfile for this Task

Lorradox normally writes a record of tasks you have run to its main log file:-
C:\Documents and Settings\All Users\Application Data\Lorradox\Lorradox\Logs\Lorradox.log
Lorradox logfiles are plain text - open and read with Notepad or Wordpad or similar.
Tick this box if you want the log of this task to be written to a nominated file, rather than the main log.
Then type or browse (using button marked "...") path of logfile. Lorradox log files are just plain text.
The default being Lorradox.log. But if you nominate a "Private Logfile" you can call it whatever you wish - but use a text-type suffix e.g. *.log or *.txt.
If the file already exists, Lorradox will append log information to it. If it doesn't exist, Lorradox will create it when required.

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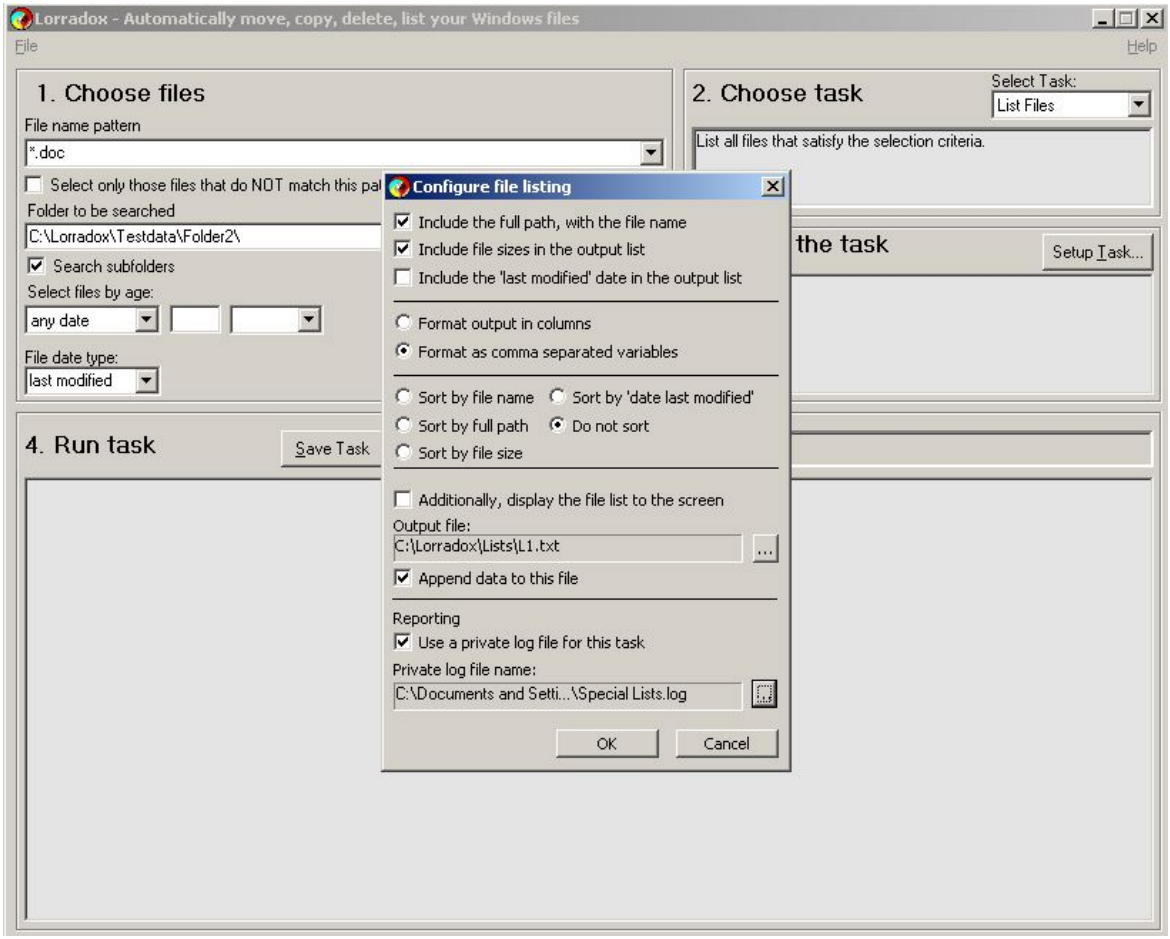
5 List Files

Setup for List Files



Include the full path with the file name

Tick for full path to be included as well as the filename e.g. *c:\maggies files\file1.txt* or just *file1.txt*

Include file sizes in the output list

Tick to include file sizes in the output list.

Include the 'last modified' date in the output list

Tick to include "last modified" date (& time) in the list

Format output....

Tick first option to format in columns, otherwise to format as comma separated If you format as comma-separated, the file name/path will be output in "quotes". if

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you format in columns, then the quotes will not be added.

Sort by....

Choose option to Sort the list by :- file name, full path, file size, date last modified, do not sort

Additionally display the list to the screen

Tick if you want the file list to appear in the log window on screen, as well as in the Output File.

Output file

Click on button marked "..." to browse to the folder where you want the file list is to be written. And select the file or type the filename required. This will be a plain text file, so specify a name with an appropriate suffix e.g. myfile.txt or myfile.csv. This file need not exist - Lorradox will create if necessary.

Append data to this file

By default, Lorradox will **overwrite** the current contents of the Output File. Check this box to make it append.

Use a Private Logfile for this Task

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C:\Documents and Settings\All Users\Application Data\Lorradox\Lorradox\Logs\Lorradox.log
Lorradox logfiles are plain text - open and read with Notepad or Wordpad or similar.
Tick this box if you want the log of this task to be written to a nominated file, rather than the main log. Then type or browse (using button marked "...") path of logfile. Lorradox log files are just plain text. The default being Lorradox.log. But if you nominate a "Private Logfile" you can call it whatever you wish - but use a text-type suffix e.g. *.log or *.txt.
If the file already exists, Lorradox will append log information to it. If it doesn't exist, Lorradox will create it when required.

Example output list. Comma separated. Sorted by filename. Including size and date modified.

```
"C:\Lorradox\Testdata\Folder1\ade old 3MB.exe",13/01/09 11:30:32,3600384
"C:\Lorradox\Testdata\Folder3\ade.ini",13/11/08 10:19:10,2764
"C:\Lorradox\Testdata\Folder4\ade.ini",13/11/08 10:19:10,2764
"C:\Lorradox\Testdata\Folder with subfolders\file2 from top.txt",13/11/08
10:19:10,2764
"C:\Lorradox\Testdata\Folder3\file2.txt",13/11/08 10:19:10,2764
```

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```
"C:\Lorradox\Testdata\Folder4\file2.txt",13/11/08 10:19:10,2764
"C:\Lorradox\Testdata\Folder1\file2.txt",13/11/08 10:19:10,2764
"C:\Lorradox\Testdata\Folder2\s10.xml",19/02/09 09:11:56,9915
"C:\Lorradox\Testdata\Folder2\s11.xml",19/02/09 09:12:00,9915
"C:\Lorradox\Testdata\Folder2\s4.xml",19/02/09 09:11:22,9915
"C:\Lorradox\Testdata\Folder2\s9.xml",19/02/09 09:11:50,9915
"C:\Lorradox\Testdata\Folder2\SPEEDX1.XML",30/10/07 15:19:01,9915
"C:\Lorradox\Testdata\Folder1\tiny file.txt",29/04/09 11:46:23,12
```

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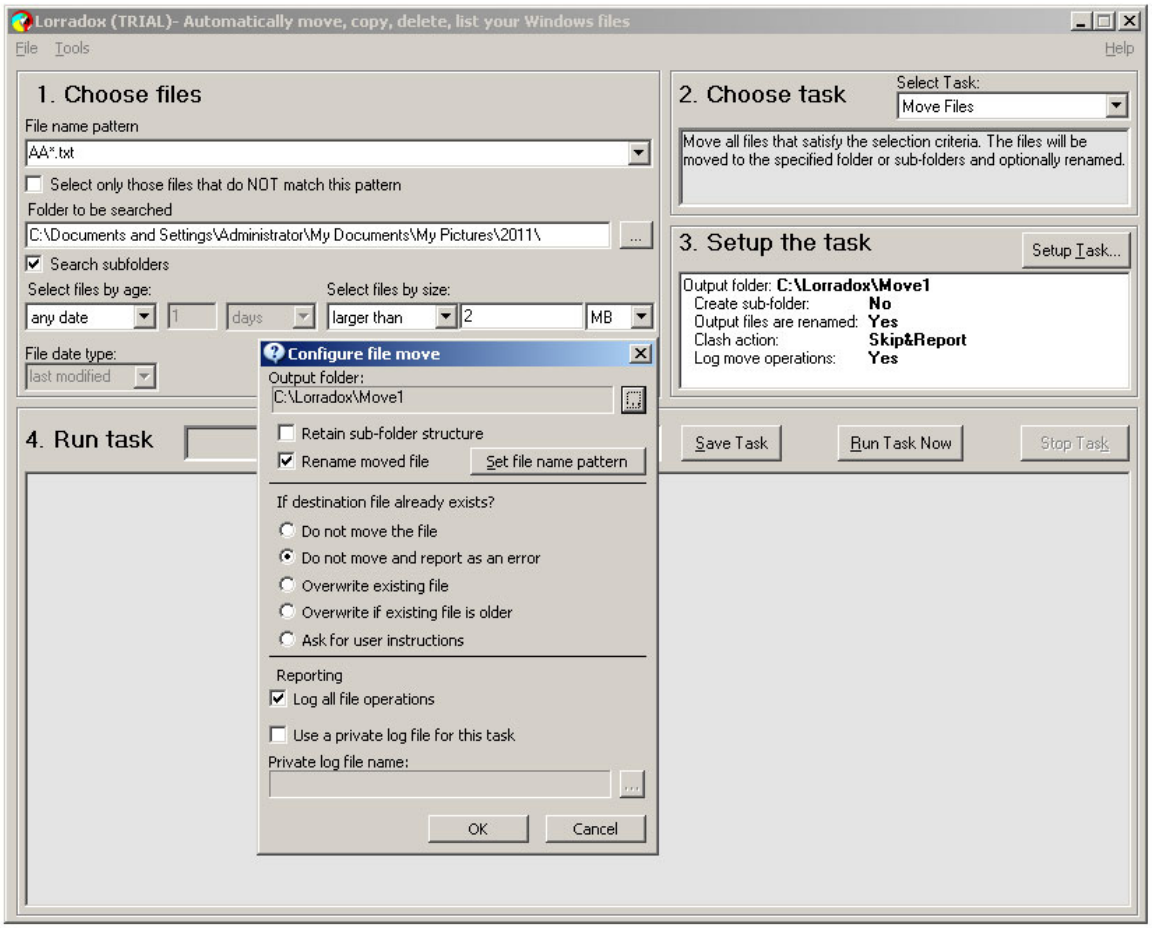
6 Move Files

Setup for Move Files



Output folder

Type or browse (using button marked "...") path of folder where files are to be moved TO.

Retain sub-folder structure

Tick box if you want sub-folder structure to be retained. Only relevant if "Recurse into folders" was ticked on the main screen. In which case, Lorradox will put all the files moved to a sub-folder of the same name as the one it came from, creating any as needed.

Rename Output File

Tick box to rename files. If you tick this, then a new button will appear for "Set File Name". Always then click on that button to define how you want files

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renamed. See Renaming Files

If destination file already exists Choose option :-

Do not move the file
Do not move and report as an error
Overwrite existing file
Overwrite if existing file is older
Ask for user instructions (this option will not be effective if you save the job and run it unattended in command line mode
in which case "Do not copy and report as an error" will be assumed).

Reporting - Log all file operations

Tick box if you want Lorradox to report all file operations, including a report line for every single file moved. If ticked, Lorradox will report every individual file processed both on screen and in the log file.
If you're likely to be moving a huge number of files, you might consider not ticking this box. "Huge number" means maybe millions rather than thousands.
For example, copying 10,000 small files might take 30 seconds without logging all files, and 120 seconds with logging.

Use a Private Logfile for this Task

Lorradox normally writes a record of tasks you have run to its main log file:-
C:\Documents and Settings\All Users\Application Data\Lorradox\Lorradox\Logs\Lorradox.log
Lorradox logfiles are plain text - open and read with Notepad or Wordpad or similar.
Tick this box if you want the log of this task to be written to a nominated file, rather than the main log. Then type or browse (using button marked "...") path of logfile. Lorradox log files are just plain text. The default being Lorradox.log. But if you nominate a "Private Logfile" you can call it whatever you wish - but use a text-type suffix e.g. *.log or *.txt.
If the file already exists, Lorradox will append log information to it. If it doesn't exist, Lorradox will create it when required.

When you run the task, Lorradox moves the files as specified. In the destination folder, the moved files will have their Archive Bit set.

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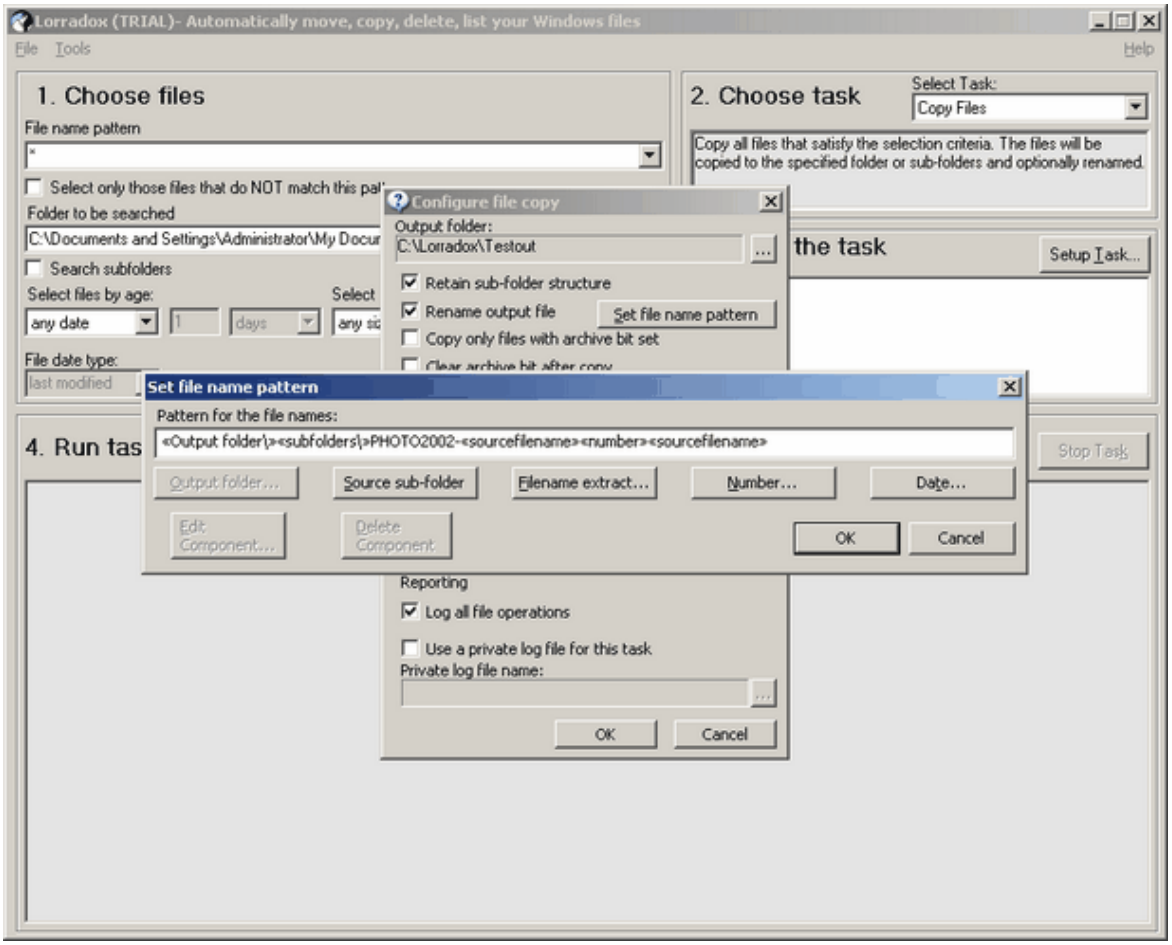
7 Renaming Files - Set File Name

The facility for renaming files is available as part of several tasks including Copy Files and Move Files.

When you select the Set File name button, the Set file name pattern window will appear:-



"Set File Name" is a bit of an understatement.
Using this screen you can redefine the whole file path and name.

Anywhere in the new path/name you can use more or less anything from the source file combined with fixed values and loads of other interesting values including part or all of the current date and time.

The Set file name pattern screen shows a single data field, in which you build up your definition of exactly what you want in the new file path/name. So the result

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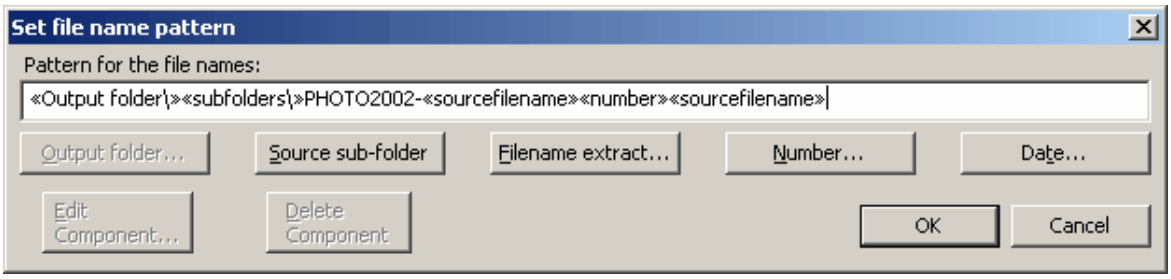
will be a "pattern" that describes the new file/path name in terms of a number of components. For each component you can define exactly what it is.

The pattern box will always start with <<Output folder>>. That is the Output Folder as chosen by you on the main Lorradox screen. So this is really just confirming that Lorradox will put the output files in the folder you requested. This will not necessarily be at the top level - depending on what components you choose next in the pattern box.

It can be a little daunting at first - you may need a bit of practise to figure it out - but that's because it is so powerful and let's you do almost anything.



Click in this box for where you want to add a component..

Then choose from the buttons as to what you data you want to use for that component.:-
Output Folder
Source sub-folder
Filename extract
Number...
Date...

Each button opens a corresponding window, to let you choose the details of that component. For example if you choose "Filename extract" then that will open up a window allowing you to choose which bit of the source filename you want to use in the new file path/name.

You can create components in any order. You can use any data in any order. You can use bits of data and the same data in any position any number of times. Just about the only restriction is that you must define a sensible file path/name at the end of the day!!

And at any point between components you can type explicit text e.g. **MY-PREFIX-**<<sourcefilename>>

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And you can edit/delete any component you've added to the pattern, so you don't have to be right first time. To edit or delete, select the component in the Pattern, then click Edit Component or Delete Component accordingly.

So a finished filename pattern might look like:-

<<Output folder\>>\jpegs\<<subfolders\>><<sourcefilename>>_<<number>><<sourcefilename>>

and if you hover over any component it will show more detail e.g. the first <<sourcefilename>> might be the "base part of the filename (without the dot and the extension) and the second <<sourcefilename>> might be the extension including the dot.

Output Folder

You will normally have chosen the Output Folder on the preceding screen e.g. Configure File Copy. So Output Folder will normally appear as the first entry in the filename pattern. The Output Folder button will normally be inactive. It will only be active if you have not yet specified an Output Folder - in which case click on the button to choose a folder accordingly.

Source sub-folder

This is the "Sub-folder inherited from the source file search" i.e. from the path of the folder in which the file being copied/moved was found.
There are no extra choices, so if you click on this button it will simply add <<sub-folders>> to the pattern immediately.
So if the search was in folder **c:\mypictures** with "Search Subfolders" = yes, and a file was found in **c:\mypictures\2011\january**
then using this component <<Source sub-folder>> will cause **\2011\january** to be used as part of the output file path/name.

Note - If you have "Retain sub-folder structure" un-set in Move/Copy files, but in a file rename, you have <<subfolder>> included, the latter prevails and
you will get sub-folders created.

Filename extract

If you choose this button, the following screen will appear, allowing you to select which bit of the original filename to use in this component:-

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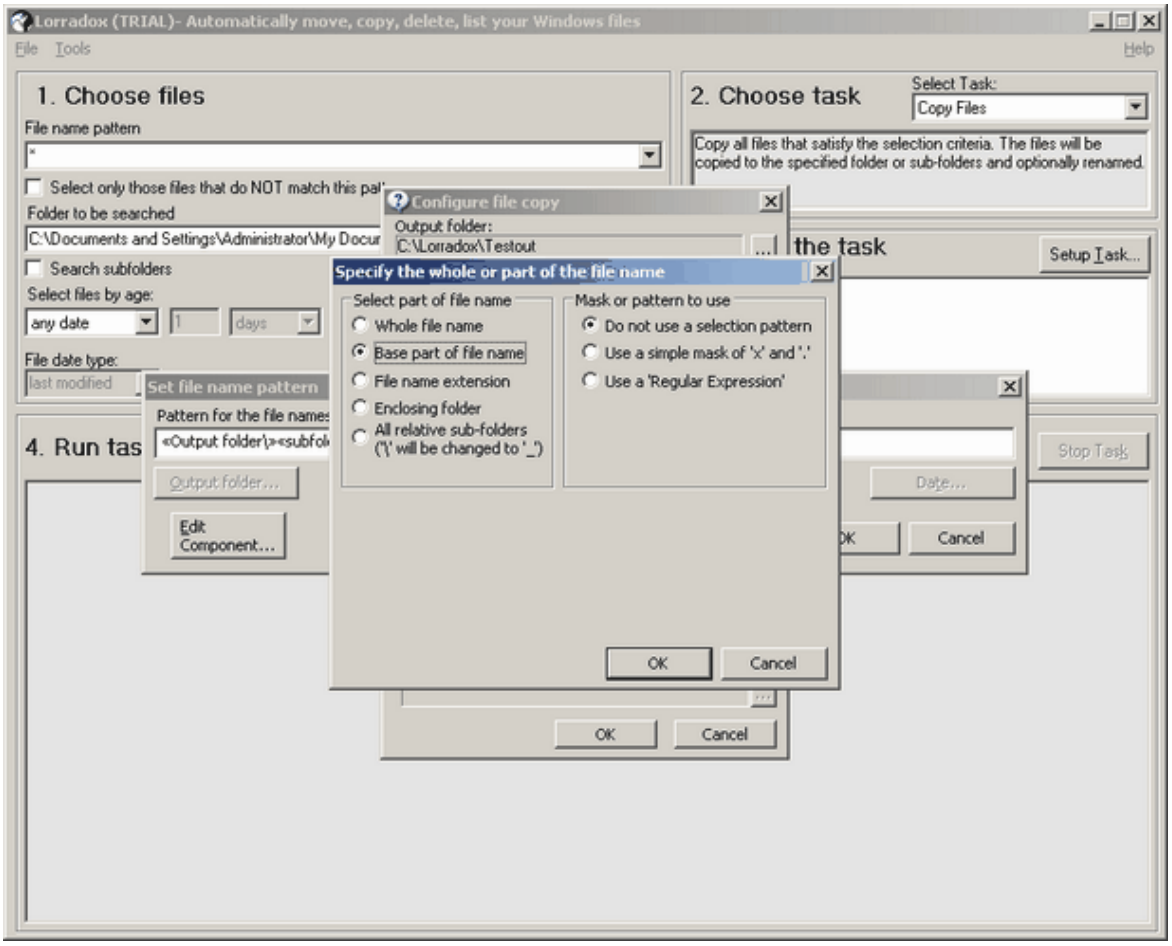
Lorradox (TRIAL)- Automatically move, copy, delete, list your Windows files
File Tools Help
1. Choose files
File name pattern
Select only those files that do NOT match this pat
Folder to be searched
C:\Documents and Settings\Administrator\My Docur
Search subfolders
Select files by age:
any date
days
File date type:
last modified
2. Choose task
Select Task:
Copy Files
Copy all files that satisfy the selection criteria. The files will be copied to the specified folder or sub-folders and optionally renamed.
Setup Task...
Configure file copy
Output folder:
C:\Lorradox\Testout
Specify the whole or part of the file name
Select part of file name
Whole file name
Base part of file name
File name extension
Enclosing folder
All relative sub-folders ('\' will be changed to '_')
Mask or pattern to use
Do not use a selection pattern
Use a simple mask of 'x' and '.'
Use a 'Regular Expression'
OK
Cancel
Set file name pattern
Pattern for the file names
«Output folder\»«subfol
Output folder...
Edit Component...
4. Run tas
Stop Task
Date...
Cancel

On the left is "**Select part of filename**". Choose one of the options below it. If original filename was for example "photo of me.jpg"

Whole file name will use the whole file name including extension e.g. "photo of me.jpg"

Base part of file name will use "photo of me"

File name extension if you choose this, an extra tick box will appear for Include "." in extension.

If you then tick that box, it'll include the dot at the start of the extension, e.g. it'll use ".jpg"

If you don't tick that, then it'll exclude it e.g. "jpg"

Enclosing folder will use the name of the folder in which the file was found (the bottom level folder only)

- just the folder name without any backslash before or after.

For example, if file was in c:\documents\new docs\my photo files\my2012\photo.jpg

then enclosing folder is simply "my2012"

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All relative sub-folders will use the part of the path from the folder below Search Folder down to, and including, the Enclosing Folder.

No \ at the start nor at the end. Any other \ or / being replaced with an underscore "_".

So if "Search sub-folders" was not ticked on the main screen, this option is not particularly useful

as it will put nothing in the new filename in all cases.

If "Search sub-folders" *was* ticked, then All relative sub-folders will give you for example:-

Search Folder = c:\myfiles\

Then for file c:\myfiles\photo.jpg

All relative sub-folders = nothing

Then for file

c:\myfiles\my2012\photo.jpg All relative sub-folders = my2012

Then for file

c:\myfiles\my2011\jan\photo.jpg All relative sub-folders = my2011_jan

Then for file

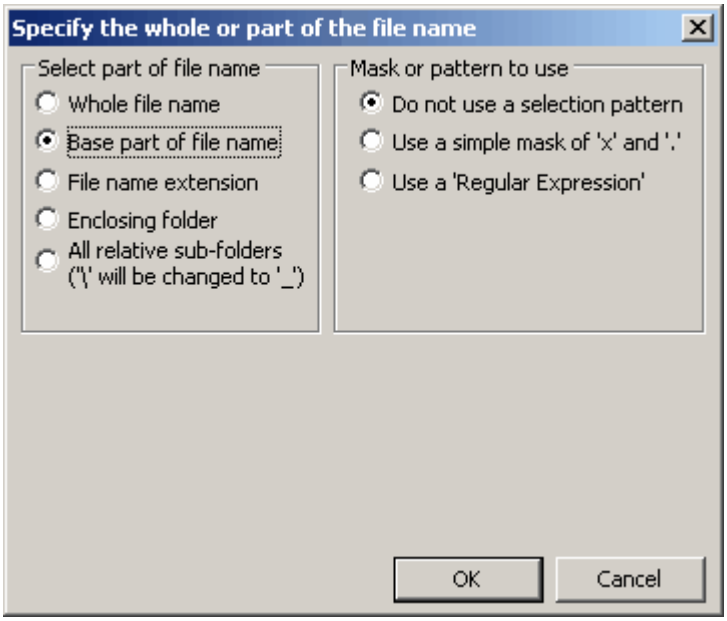
c:\myfiles\my2011\feb\photo.jpg All relative sub-folders = my2011_feb

Then for file

c:\myfiles\my2010\mar\party\photo.jpg All relative sub-folders = my2010_mar_party

Note that this change (\ to _) is done **before** any pattern matching by a simple x. mask, or a Regular Expression

is applied.


Specify the whole or part of the file name
Select part of file name
Whole file name
Base part of file name
File name extension
Enclosing folder
All relative sub-folders ('\' will be changed to '_')
Mask or pattern to use
Do not use a selection pattern
Use a simple mask of 'x' and '.'
Use a 'Regular Expression'
OK
Cancel

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On the right is "**Mask or pattern to use**".

Do not use a selection pattern
will use the selected part of the filename as above
Use a simple mask of 'x' and '.'
if you choose this, an additional box will appear for you to type a Selection Pattern.
Use a character 'x' to include a character at that position or a character '.' to exclude a character
This tells Lorradox to only use certain characters from the selected part of the filename.
In example as above, "photo of me.jpg", Base part of file name is "photo of me".
With pattern xx..xx..xx then the result is "pho m".
If the file name part is longer than the pattern, then the extra characters are just lost as above..
If the file name part is shorter than the pattern, then the result is just shorter
e.g."photo of me" with pattern .xxxxxxxxxxxx then the result is "hoto of me".

If applying the mask to "**All relative sub-folders"** then note that back slashes will have been converted to underscores
before the mask is applied.

Use a 'Regular Expression'
Regular Expressions allow you to do more complex extracting of text from the original file name or sub-folders..
See Regular Expressions.

Number...
See Using a Number in File Renaming

Date...
See Using a Date in File Renaming

Using Plain text in the Pattern

You may type plain text in the Pattern at any point after the initial **<<Output folder\>>**
Plain text can include anything that is valid in a Windows file or folder name, including backslashes and full stops.

A basic example might be a pattern of:-
<<Output folder\>>**My New Prefix**_<<sourcefilename>>
which simply adds a prefix to existing filenames.

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However more complex renaming can involve "plain text" that includes backslashes to define new folder names and levels in the output e.g.

<<Output folder\>>**\NewLevel<<date>>**<<sourcefilename>>

where <<date>> is the Hours component of Date File Created, could be used to automatically sort files into new folders per hour.

7.1 Using a Number in File Renaming

Number...

If you choose this button, the following screen **Specify a Number to be used in the pattern** will appear, allowing you to specify a number to use in this component of the new filename:-

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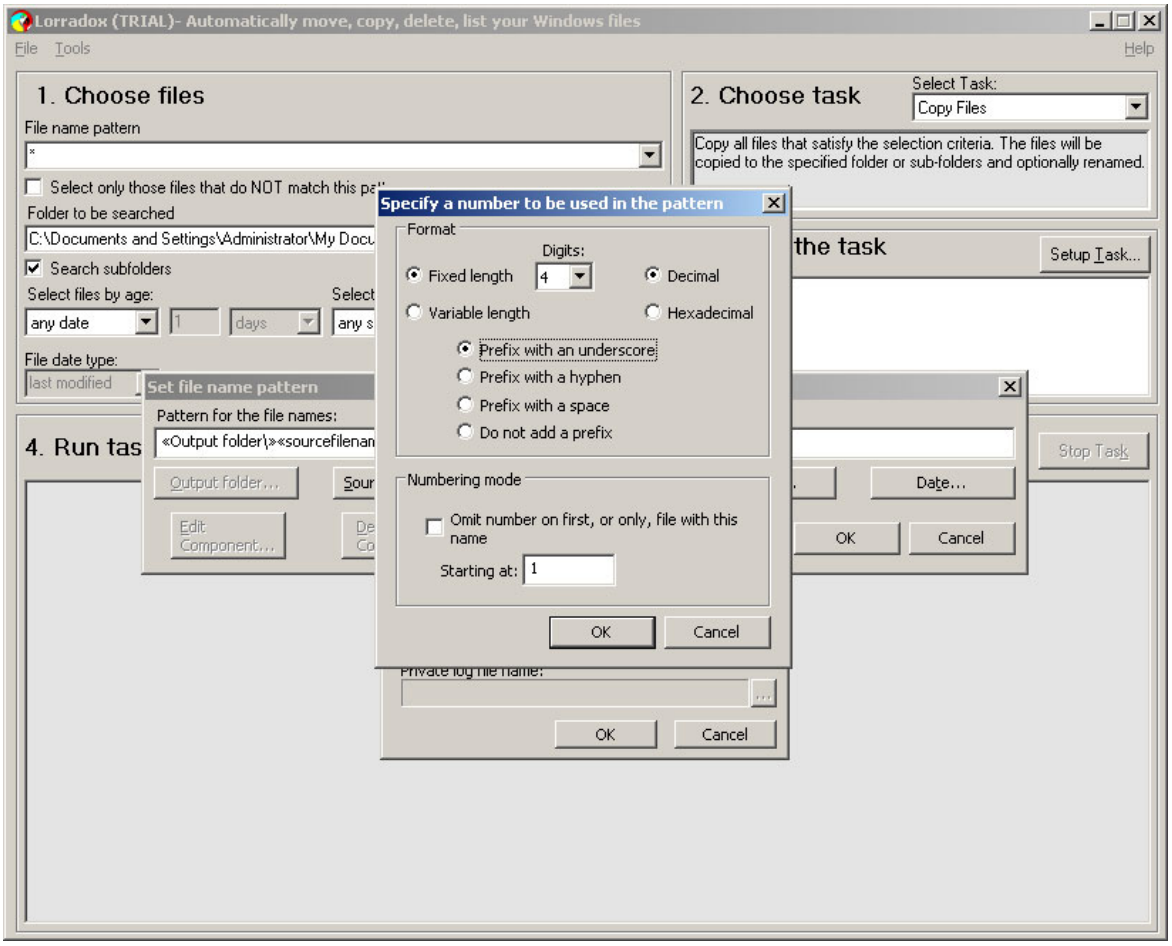

The top box asks you for the Format of the Number.

Fixed Length or Variable Length

Choose Fixed Length or Variable Length.

If you choose Fixed Length, then you must also specify in the "Digits" box how many digits that will be. So if you choose, say, 4 then a number will be included like 0001.
Choose number of digits from drop down, value 1 to 16.

Decimal (default) or Hexadecimal

Top right you can select Decimal (default) or Hexadecimal. If you don't know what Hexadecimal means, leave it to default at Decimal and Lorradox will use a normal number.
If you choose Hexadecimal then that's what you'll get - numbers going 1,2,3,4,5,6,7,8,9,10,1A,1B,1C,1D,1E,20, 21,22, etc..
The alphabetical characters used in Hex numbers are in upper case.

Prefix

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Choose one of the four options:-

Prefix with an underscore
Prefix with a hyphen
Prefix with a space
Do not add a prefix

These do what they say e.g. Prefix with an underscore uses a number in the filename and prefixes it with an underscore e.g. _0001

Note that if you choose the option below to "Omit number on first, or only, file with this name", then any prefix will be omitted too.

Numbering Mode

Omit number on first, or only, file with this name.
Select this option if you wish the number only to be included on files with a particular name *after* the first. See below for precise description of how this applies.

Starting at:-
Specify the number at which Lorradox is to start, for each new name. See below for precise description of how this applies.

How Lorradox Applies Numbering:-

The theoretical purpose of the Number facility is simply to avoid duplicate filenames in a folder, which would cause a Windows error and so the file would not be copied/moved.

If Omit Number.... NOT selected:-

For each file copied/moved, Lorradox will try to write the new file using the Start Number. Only if that file already exists will it increment the number by 1 and try again. Repeating as necessary until it works. For the next file copied/moved, it will then start back at the Start Number.

If Omit Number.... IS selected:-

For each file copied/moved, Lorradox will try to write the new file without any number at all, and without any associated prefix. Only if that file already exists will it include the number (and any associated prefix) starting at the start number and try again. If that fails because the file already exists then it increments by 1, tries again, repeating as necessary until it works. For the next file copied/moved, it will then go back to trying without a number and reset the number to be next

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used back to the Start Number.

7.2 Using a Date in File Renaming

This screen allows you to specify all or part of a date and/or time to be included in the new filename.

it will be populated with examples based on the current date and time, as in the example below, run on 11th April 2012 at 16:29:54 hours.
This is just as examples only. When Lorradox runs and actually does the renaming, then it will use whatever date you have chosen (under Origin of Date - see below) and its value at the time Lorradox runs.

On this screen you need to specify 4 things:-

1) Origin of Date Select which date to use
2) Letter Case Select the case for any alphabetic text in the result
3) Time zone Select which time zone - local time or standard UTC time
4) Then select one other box from Dates, Times or Timestamp, for the component and format of date/time which you want.

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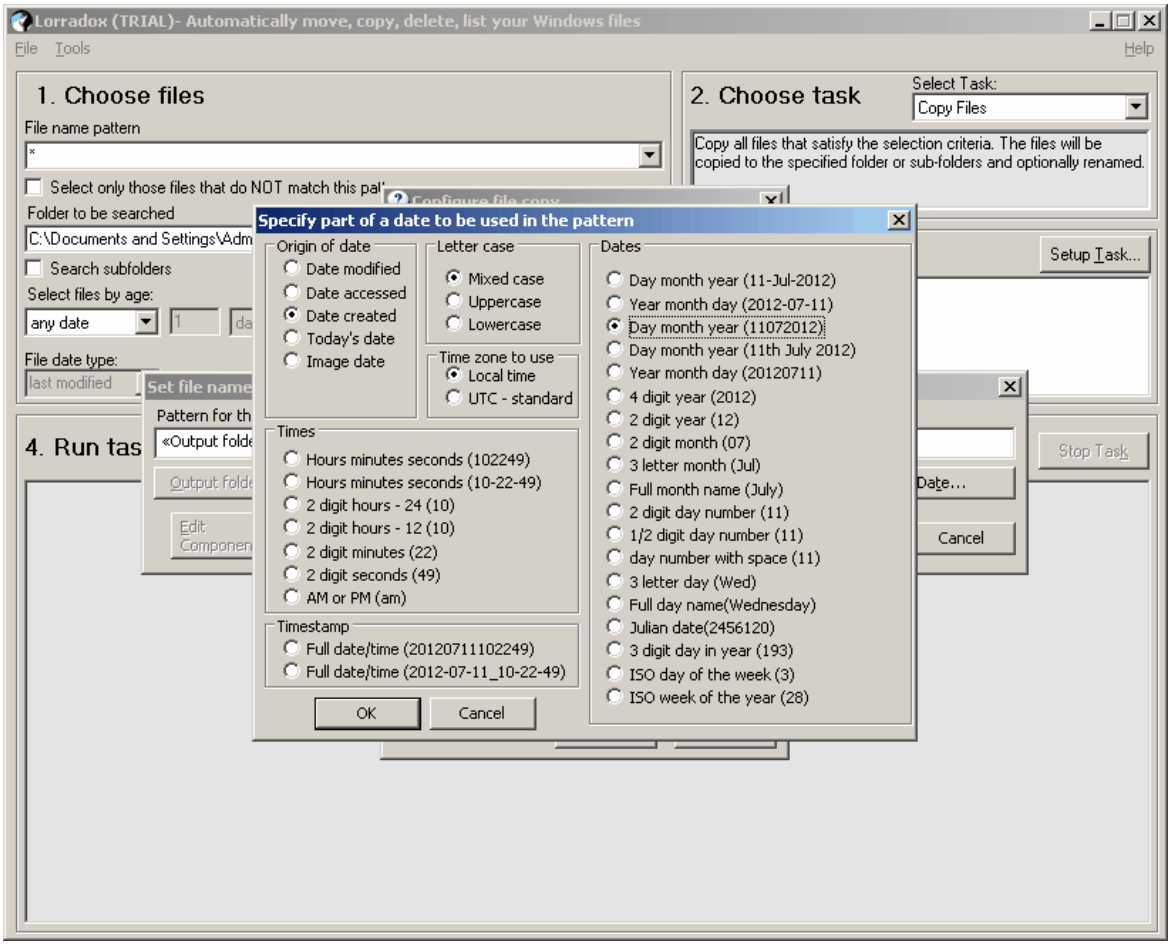

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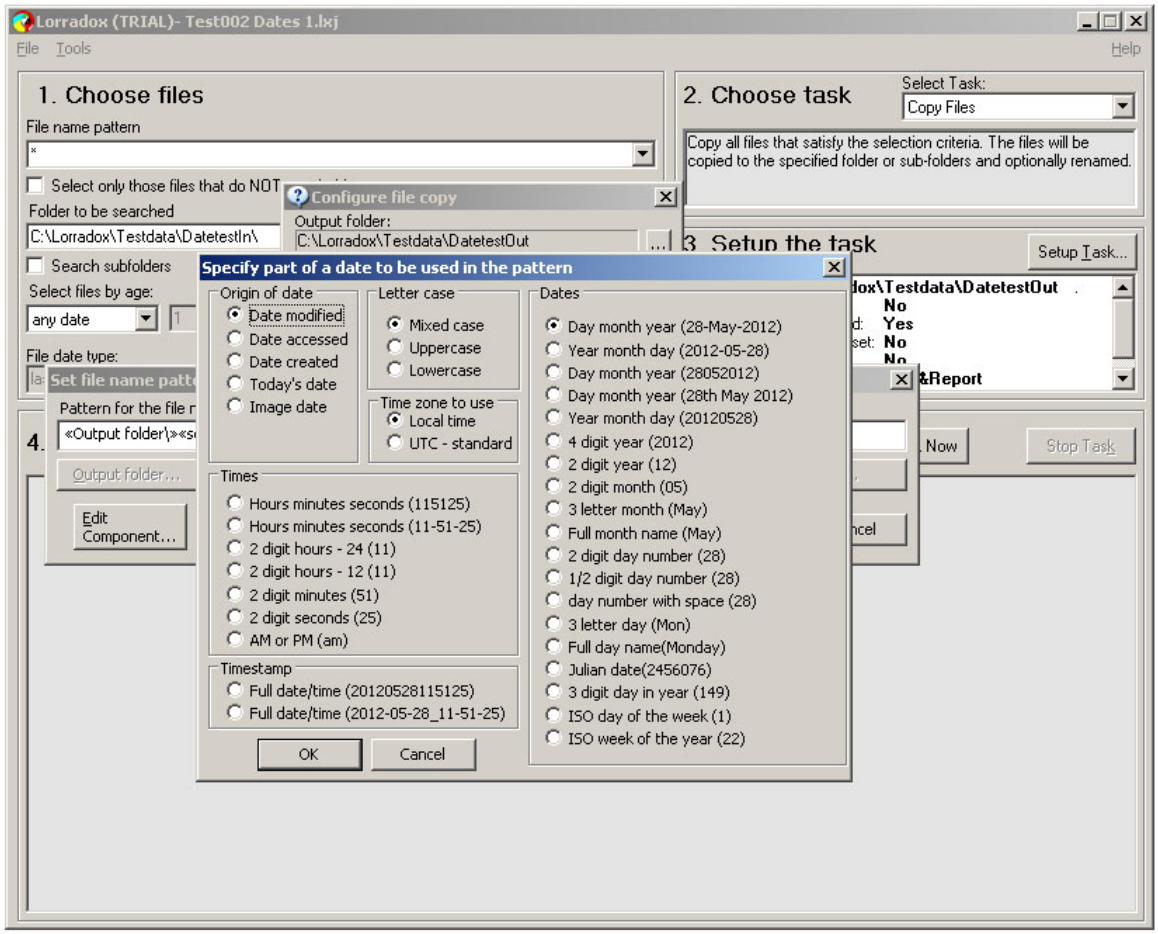

1) Origin of Date

Date modified) these 3 are the corresponding values attached to the file being renamed, as in Windows - see Windows Explorer
Date accessed) and do beware Date Accessed - it might not be what you think 0 Windows can change Date Accessed just when you look in
Date created) the folder containing the file!

Today's' date the date and time at which Lorradox is running and at which the file is being renamed

Image Date Known as "Date Picture Taken" in Windows Explorer. Use this only if you're sure it's relevant.
If you select this, then Lorradox will ask what you want it to do with any file which has no image date. It will only offer the options
of skipping the file or abandoning the run.
Skipping the file means not moving or copying it.
Abandoning the run means stopping the run, leaving any files already moved/copied as they are in the destination folder.
The file without an Image Date and any remaining files will be left in

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the source folder.
Also check sequence in which it does the move/copy and quote it here and elsewhere too, as it can be significant.

2) Letter case

Choose from the following for the case of any alphabetical text in the result:-

Mixed case Proper names i.e. day and month names - first letter upper case, the rest lower case e.g. Thursday, April
Not proper names e.g. am or pm, all lower case.
Uppercase ALL CHARACTERS IN UPPER CASE
Lowercase all characters in lower case

3) Time zone to use

If in doubt - choose "Local Time" - it's what you're most likely to want!

Local time Local time, as you would expect to see in, for example, Windows Explorer presentation of date like Date Modified.
For example, in the UK, this would be British Summer Time when appropriate

UTC - standard Standard time. For example, in the UK, this would be Greenwich Mean Time

4) Dates

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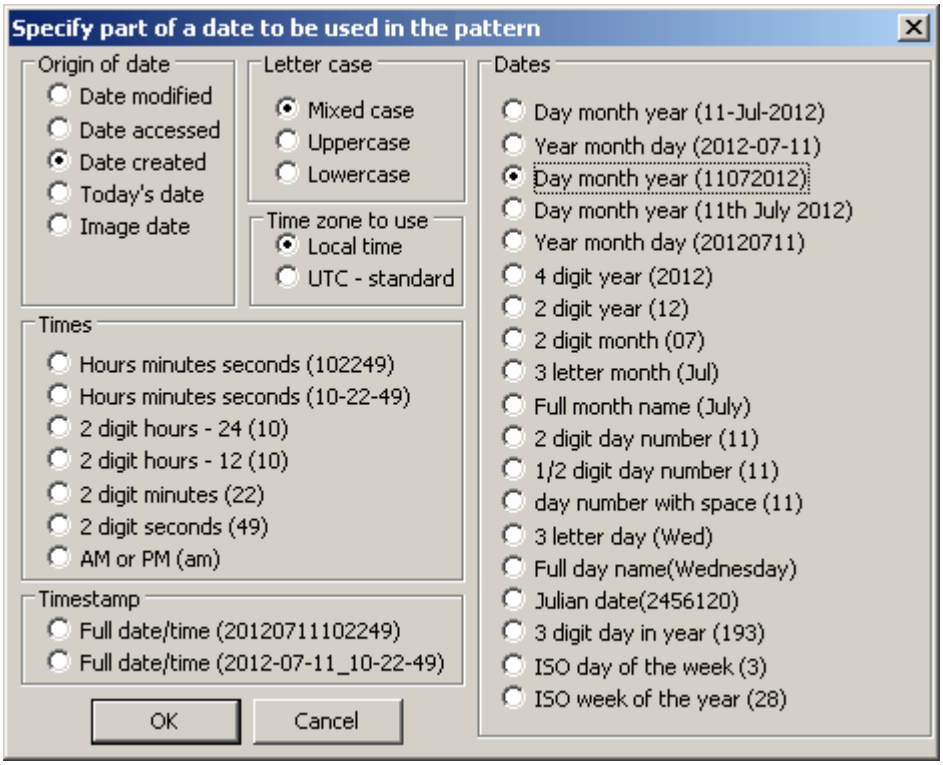

Day month year (11-Apr-2012)
dd-mmm-yyyy all fixed length
dd day number as 2 fixed digits e.g. 03
mmm month name abbreviated to exactly 3 characters, case as dictated by Letter Case e.g. Apr, APR
yyyy year as 4 digits

Year month day (2012-04-11)
yyyy-mm-dd all fixed length
yyyy year as 4 digits
mm month number as exactly 2 digits e.g. 04 for April
dd day number as 2 fixed digits e.g. 03

Day month year (11042012)
ddmmyyyy
dd day number as 2 fixed digits e.g. 03
mm month number as fixed 2 digits e.g. 04 for April
yyyy year as 4 digits

Day month year (11th April 2012)
ddxx m-m yyyy
dd day number as one or two digits, without leading zero e.g. 3
xx st, nd or rd as appropriate
m-m month name in full, so variable length, of course. Case as dictated by Letter Case e.g. May or MAY

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yyyy year as 4 digits

Year month day (20120411)
yyyymmdd all fixed length
yyyy year as 4 digits
mm month number as exactly 2 digits e.g. 04 for April
dd day number as exactly 2 digits e.g. 03

4 digit year (2012)
yyyy year as 4 digits

2 digit year (12)
yy last 2 digits of year as exactly 2 digits e.g. 09

2 digit month (04)
mm month number as exactly 2 digits e.g. 04 for April

3 letter month (Apr)
mmm month name abbreviated to exactly 3 characters, case as dictated by Letter case e.g. Apr, APR

Full month name (April)
m-m month name in full, so variable length, of course. Case as dictated by Letter Case e.g. May or MAY

2 digit day number (11)
dd day number as exactly 2 digits e.g. 03

1/2 digit day number (11)
d. day number as one or 2 digits, zero-suppressed e.g. 9

day number with space (11)
d_ day number as exactly 2 characters, if less than 10 then this is a space character followed by the day number e.g. " 9"
If greater than or equal to 10, then no space is used, so it's still exactly 2 characters e.g. "10"

3 letter day (Wed)
ddd day name abbreviated to exactly 3 characters, case as dictated by Letter case e.g. Wed, WED

Full day name (Wednesday)
d-d day name in full, so variable length, of course. Case as dictated by Letter case e.g. Wednesday, WEDNESDAY

Julian Date (2456029)
If you're really interested - look it up on Goooogle!
It's the number of days since a really important date in calendar history....

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3 digit day in year (102)
nnn day of the year as exactly 3 digits, with leading zeros where appropriate. 1st January is day 001 etc.

ISO day of the week (3)
n day number of the week, a single digit according to ISO standard, where Monday is 1, Tuesday 2 ..... Sunday 7

ISO week of the year (15)
nn ISO week of the year as exactly 2 digits, with leading zero where appropriate. Check ISO standard if you need certainty, but one definition is that week 01 is the week which contains the first Thursday of the year in it.

5) Times

Note that ALL times are on a 24 hour clock unless specified otherwise.

Hours minutes seconds(162954)

hhmmss
hh hours as exactly 2 digits
mm minutes as exactly 2 digits
ss seconds as exactly 2 digits

Hours minutes seconds(16-29-54)

hh-mm-ss
hh hours as exactly 2 digits
mm minutes as exactly 2 digits
ss seconds as exactly 2 digits

2 digit hours - 24 (16)

hh hours as exactly 2 digits

2 digit hours - 12 (04)

hh hours as exactly 2 digits, on 12 hour clock

2 digit minutes (29)

mm minutes as exactly 2 digits

2 digit seconds (54)

ss seconds as exactly 2 digits

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AM or PM (pm)

xx AM or PM accordingly (whether time < 120000 or not). Case as dictated by Letter Case e.g. PM or pm

Timestamp

Full date/time (20120411162954)

yyyymmddhhmmss all fixed length

yyyy year as 4 digits
mm month number as exactly 2 digits e.g. 04 for April
dd day number as exactly 2 digits e.g. 03
hh hours as exactly 2 digits
mm minutes as exactly 2 digits
ss seconds as exactly 2 digits

Full date/time (2012-04-11_16-29-54)

yyyy-mm-dd_hh_mm_ss all fixed length

yyyy year as 4 digits
mm month number as exactly 2 digits e.g. 04 for April
dd day number as exactly 2 digits e.g. 03
hh hours as exactly 2 digits
mm minutes as exactly 2 digits
ss seconds as exactly 2 digits

7.3 Regular Expressions

Regular expressions in Lorradox File Renaming

Regular Expressions can be really complicated - to use and to describe. Skip this section unless you really think you might need to use it!!

Regular Expressions allow you to ask Lorradox to search the filename and extract parts of it which match specified criteria.

As described in **Renaming Files - Set File Name,** the part of the "filename" to be searched by the regular expression may be the full name, base or extension, enclosing folder or all enclosing folders.

The selected part of the filename will be searched for the first occurrence of a *match* for the regex supplied. The matching text will be used as a component in

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the new file name. e.g. a regex of:-

A…Z

would find the first five letter character sequence beginning with A and ending with Z, such as:

'**AbcdZ**' or '**A9-8z**'

and use it in the new filename.

The Lorradox implementation of regular expressions is based on a **Case-Insensitive** version of matching used by the **'Perl'** programming language. See "Reference Material" below.

Here we describe a few of the simpler options applicable in a Lorradox regex.

1) Simple matches

Format	Description	Example regex
x	Any specific single character.	C applied to filename text:- **ABC123** will give C **abc123** will give c
xyz	Specific string of characters	BC applied to filename text:- **ABC123** will give BC **abc12BC** will give bc
.	Any single character	A.C applied to:- **ABC123** will give ABC **abc123** will give abc **abbc123** will give nothing
\d	Any decimal digit 0-9	\d\d applied to:- **ABC123** will give 12 **A1B2C34** will give 34 **A1B2C3** will give nothing
[xyz]	Any character which is in the list.	The match will be the first occurrence [AC3] applied to:- **ABC123** will give A **bc1234** will give c **abbc123** will give nothing

That's enough for starters.
Some of the above example already show that you can mix'n'match regex items. So we need to just clarify the definition of "first occurrence".

Using a mix of regex items e.g. \dA.\d
will find the first whole string which starts with a number followed immediately by the letter "A", then any single character then another number. So:-

\dA.\d applied to ABC123ABC456AB78 will give 6AB7
\dA.\d applied to ABC123A1ZZABZ2 will give nothing

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2) Alternatives

(one|two|three) Alternatives. Find the first string which matches one of the alternatives. (day|week|month)

day1week2 will give day
week1day2 will give week
da1wee2mon3 will give nothing

Again when using a mix of items, the process will find the first string which matches them all together. So regex \d(day|week|month) is looking for a number immediately followed by day, week or month. So in a filename of **week1day2** it will find 1day.

3) Repeats

x? The ? says match the preceding item with 0 or 1 occurrences. mrs? smith applied to:-

letter to Mr

Smith will give Mr Smith

letter to Mrs

Smith will give Mrs Smith

letter to Mr

Brown will give nothing

x* The * says match the preceding item with 0 or more occurrences. mr .*smith applied to:-

letter to Mr A

Smith will give Mr A Smith

letter to Mr

Arthur John Smith will give Mr Arthur John Smith

The above is just a brief extract from the expressions available.
If you have a really complex requirement, you'll probably find that most things are possible.
Here's just a few more examples:-

\D any character that is not a decimal digit
\s any whitespace character
\S any character that is not a whitespace character
\ followed by a reserved character matches the second character
so \. matches a . * matches an * etc..
[^xyz] Matches any character which is **not** in the list

Reference material:-

The Lorradox implementation of regular expressions is based on a **Case-Insensitive** version of matching used by the **'Perl'** programming language.
The Wikipedia entry for 'Regular Expressions' is a good place to start.

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There are also many suitable reference books (O'Reilly's 'Regular Expressions Cookbook' by Jan Goyvaerts and Steven Levithan is a cracking good book on the subject).
Or if you want some really technical background, try http://perldoc.perl.org

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8 Run Task Now

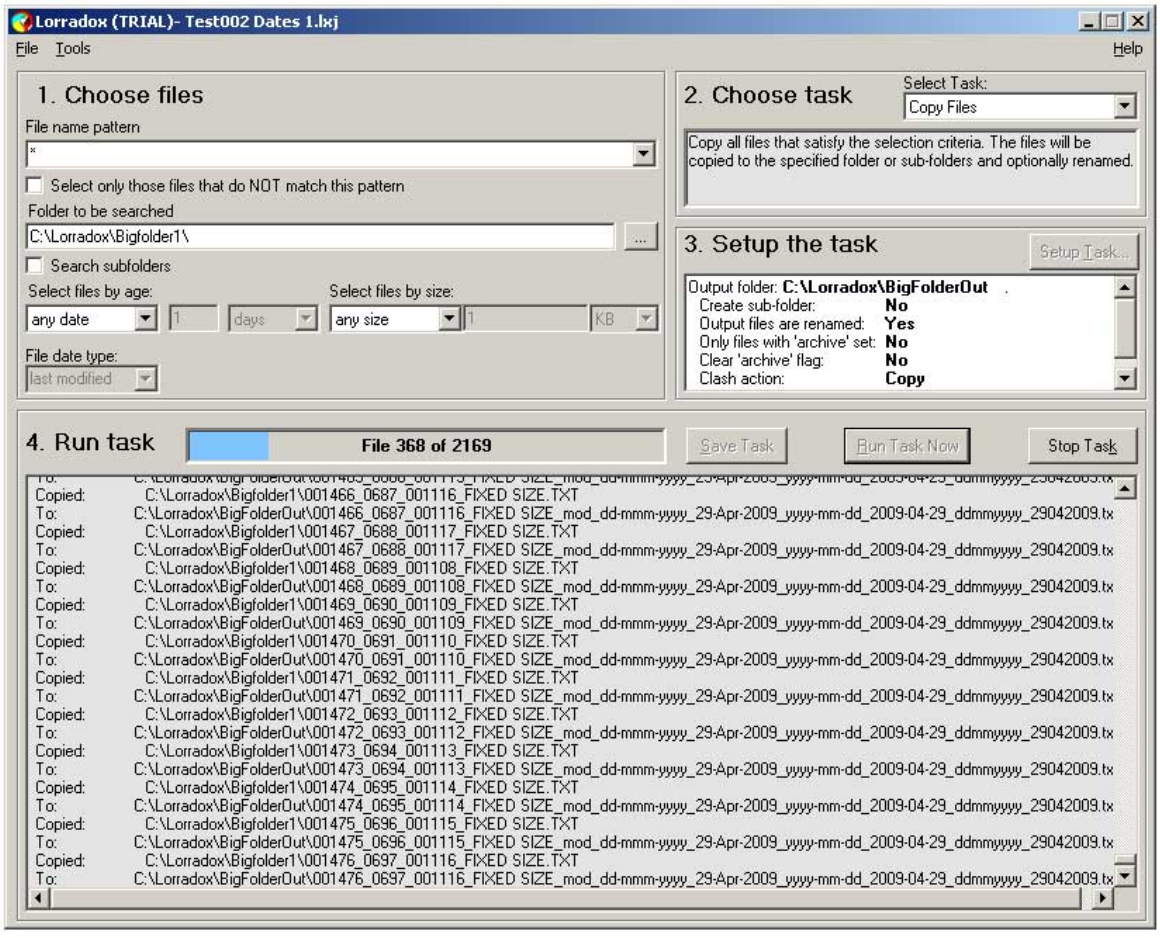
When you have specified the choice of files, the task and the task setup, you can run the task straight away if you wish.

Click on **Run Task Now**.

Lorradox will run the task as specified. That includes choosing the files. Then Listing, Copying, Moving or Deleting them as required.

If you asked for "Log All File Operations, then a detailed list will appear in the log window on screen.

A progress bar showing how many files processed will also appear:-



Task Detail

Lorradox runs the task in 2 stages:-
1) Select the files
2) Process the files

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The important points here are:-

a) Lorradox selects the files to be processed when you ask it to run the task.
It does not select the files at the earlier time when you set the parameters on the Lorradox screen under 1. Choose files.
Nor does it select the files if/when you Save a Lorradox job.
The files are always searched for and selected only when you Run the Lorradox Task.
That can be very useful. Files to not need to exist, nor do sub-folders, when you create a Lorradox job. So it can be used to process files that are created in the future.

b) Lorradox selects all the relevant files, then processes the selections.

So in one run, Lorradox will not reprocess any files it has just itself created. You can do a Copy, for example, using the same folder for the Folder to be Searched and the Output Folder. Of course if you want to use this to replicate files then you'll need to use the option to rename the output files, for example incorporating today's date or a number in the new name.

File processing Sequence

In some Lorradox tasks, the sequence in which it processes files may be relevant to you.
If doing a List, then you have the facility to sort the results anyway.
But if you choose "do not sort" then the results will be listed in the default order below.

When you run a Copy, Move or delete, then the files and folders will also be processed in this sequence:-

Lorradox processes files folder by folder from the search folder down.
For each folder in the hierarchy it processes all files first, in name order, then all folders, in name order, are processed recursively.

To be precise, name order is ascending ASCII sequence but where upper case alphabetic characters are treated as the corresponding lower case.
In case you've not got an ASCII chart handy, then the main Lorradox sequence will be:-

Some punctuation incl space ( ) - . /
Numbers 0-9
Some punctuation incl < > @ [ ] _
Alphabetic a to z (includes A to Z in Lorradox)
Other punctuation incl { } ~

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So for example, files will be processed in this sequence:-

-aaa.csv
9AAA.TXT
_aaa.csv
A AA.TXT
a-aa.csv
A-AA.TXT
A111.TXT
A_AA.TXT
a_aaa.csv
aaaa.csv
AAAA.TXT
AAAAAAAAAAAAAAA.TXT
abaa.csv
ABAA.TXT
B A.TXT
BAAA.TXT

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9 Save/Run as scheduled job

Save a Lorradox Job

Having chosen all your options, you can save them as a Lorradox Job.

Simply select File, Save As etc..
A previously saved Job can then be reloaded using File, Open or File, Open Recent.

Running a Saved Job from the Desktop

Create a shortcut to Lorradox.exe and give it a parameter of the path to the Job File as previously saved e.g.

"c:\program files\lorradox\lorradox.exe" "c:\mylorradox\jobs\copy folder1 to target.lxj"

Note:- If there are file names on the command line,then, if no other parameter is present, the first file name encountered
is loaded and Lorradox runs in normal interactive mode. Any subsequent file names on the command line will be ignored (ie this will happen if
the user double clicks an .LXJ file). If there is another parameter, specifically a '-b' or '--batch' (makes no odds which), then Lorradox
will run quietly, in batch mode and process all the job files found on the command line, in the order presented. The position of the '-b' or
'--batch' does not matter.

Running Lorradox as a Scheduled Task

A Lorradox job can be run as a normal Windows Scheduled task:-

From Start, Settings, Control Panel select Scheduled Task, then double click Add Scheduled Task.
This launches a wizard, OK to continue.
Browse to locate Lorradox.exe.
You will be asked for a name for the task and choose the frequency - Daily/Weekly etc. and further parameters e.g. what time daily.
You will be asked for a login and password for this task.
On the final screen, click the option to "Open Advanced properties....". Click Finish.
The Advanced Properties screens will open and allow you to edit the command line. Change it to include the job file name e.g.
"c:\program files\lorradox\lorradox\lorradox.exe" "c:\mylorradox\jobs\copy folder1 to target.lxj"

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The scheduled task has now been setup and will run as specified. Lorradox log files will tell you the progress.

To change/delete a scheduled Task, go to Control Panel, Scheduled Tasks, double-click the task to edit it, or right click and select "Delete" to delete.

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